

Travel Itinerary Confirmation for Annual Convention

Dear [Member's Name],

We are pleased to confirm your travel itinerary for the upcoming Annual Convention of [Club Name]. Below are the details of your travel plans:

Itinerary Summary

- **Event Date:** [Event Date]
- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Destination:** [Convention City]

Flight Details

- **Airline:** [Airline Name]
- **Flight Number:** [Flight Number]
- **Departure Time:** [Departure Time]
- **Arrival Time:** [Arrival Time]
- **Return Flight:** [Return Flight Details]

Accommodation Details

- **Hotel Name:** [Hotel Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Hotel Address:** [Hotel Address]
- **Reservation Number:** [Reservation Number]

We hope you have a wonderful time at the convention. Should you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]